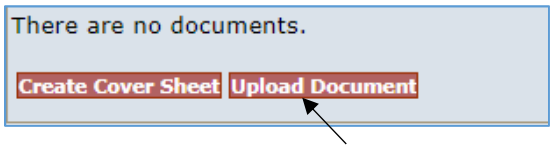
Uploading Documents with New Claim Submission

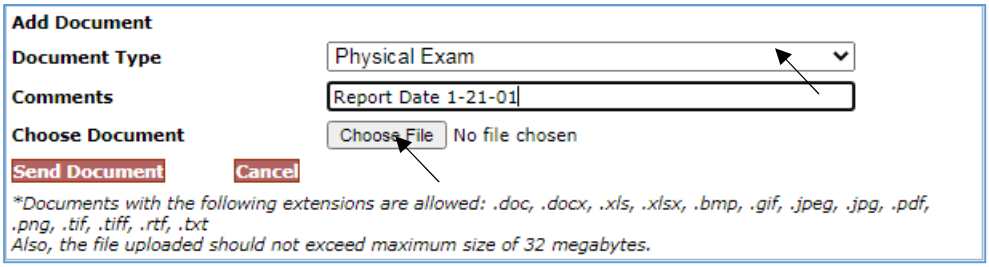
- After entering all of the claim information, select the tab labeled **Documents** located on the left menu bar of the claim:

- From this page, all supporting documents can be electronically submitted with your claim. Repeat the following steps for each document that needs to be uploaded.

1. Click on the <**Upload Document**> button.



2. Select the type of document from the Document Type drop-down box, and enter any necessary comments.

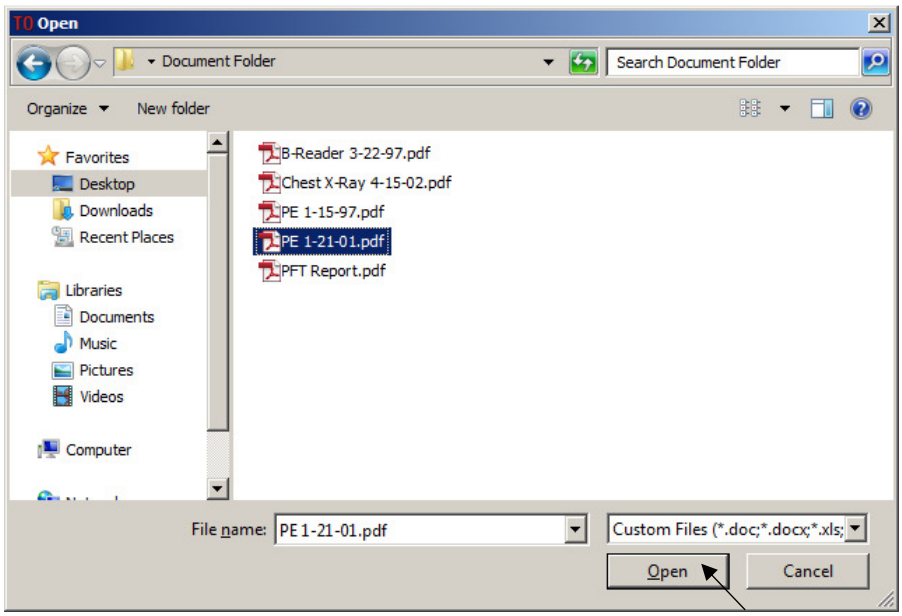


Note: *When uploading several documents of the same type, it is advisable to add a comment to differentiate between documents of the same type. This will also facilitate the review process.*

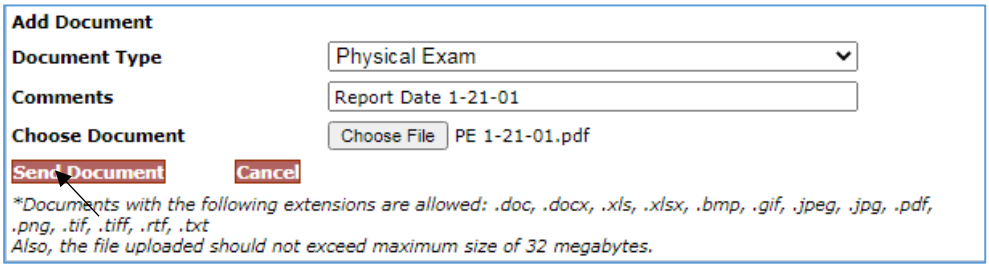
Document ID	Document Type	Comment
10264586	Physical Exam	Report Date 1-15-97
10264585	Physical Exam	Report Date 1-21-01

3. Click on the <**Choose File**> button.

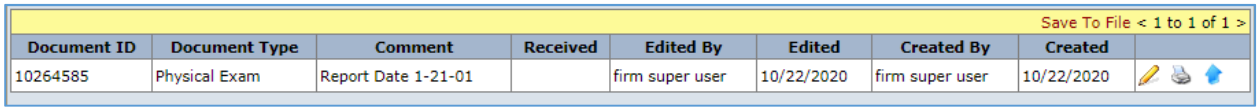
4. From the Choose file box, select the document to be uploaded and click on the <**Open**> button.



5. Click on the <**Send Document**> button once the Choose Document field has been populated with the document name.



6. The uploaded document creates a record which includes Document ID, Document Type, Comment, Received (date), Edited By, Edited, Created By and Created (date). The last field displays a yellow pencil (*to edit*), a printer icon (*to print*) and a blue arrow (*to re-upload*).



Document ID	Document Type	Comment	Received	Edited By	Edited	Created By	Created	
10264585	Physical Exam	Report Date 1-21-01		firm super user	10/22/2020	firm super user	10/22/2020	

7. After uploading the documents, proceed to the Finish page by either clicking on the <**Finish**> button or the **Finish claim** tab located on the left side menu bar.

8. At the Finish page, you must complete the submission of you claim and supporting documents by clicking on the <**Submit Claim**> button. You may also save the claim as a draft by clicking on the <**Save Draft**> button.